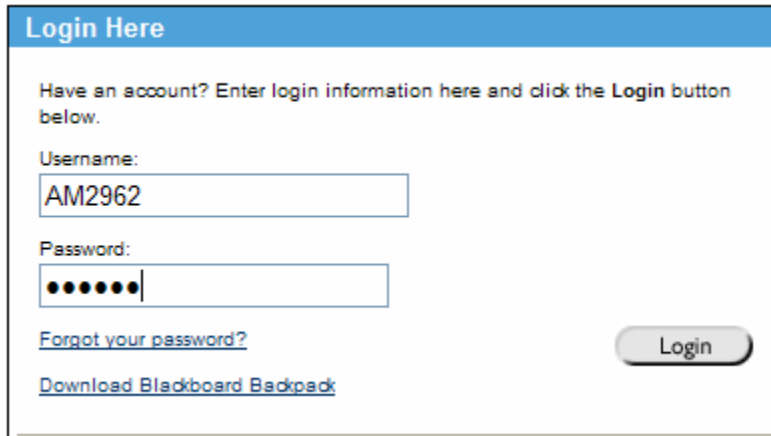

Taking the Required CAFS Training

Accessing the CAFS Intro Course via Blackboard

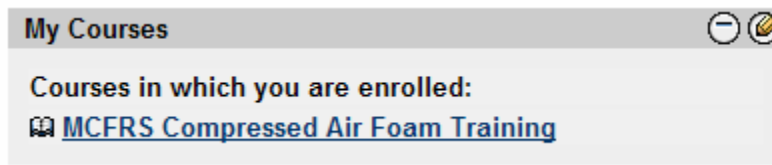
- Launch Internet Explorer and go to coursesites.blackboard.com (or click the link found on Quicklinks).
- Log onto Blackboard with your Fire ID in all caps for both the username and password.



The image shows the Blackboard login interface. At the top is a blue header with the text "Login Here". Below this, a message says "Have an account? Enter login information here and click the Login button below." There are two input fields: "Username:" with the text "AM2962" and "Password:" with masked characters. To the right of the password field is a "Login" button. Below the input fields are two links: "Forgot your password?" and "Download Blackboard Backpack".

Note: Even if you have a Blackboard account for a previous PSTA class, this new account has been created for you. The only exceptions are the personnel who registered in CAFS Intro on Blackboard prior to December 16, 2008.

- Find and click the name of the course (**MCFRS Compressed Air Foam Training**) on the right side of the page.



The image shows the "My Courses" section of the Blackboard interface. It has a title bar "My Courses" with a minus icon and a pencil icon. Below the title bar, it says "Courses in which you are enrolled:". Underneath, there is a link with a book icon: "MCFRS Compressed Air Foam Training".

- Follow the directions on the **Announcements** page to review the required information. Ensure that you take the **Orientation Test** found in the **Course Assignments** screen.